

Notice of Agency Rule-making Proposal

AGENCY: Department of Professional and Financial Regulation, Office of Licensing and Registration, Interpreters and Translators of American Sign Language

RULE TITLE OR SUBJECT:

Chapter 50.....Definitions (amend)
Chapter 51.....Requirements For Initial Licensure (repeal and replace)
Chapter 52.....License Renewal and Continuing Education (amend)
Chapter 53.....Conversion of Registrants to Licensees (repeal)
Chapter 54.....Disclosure Statement (amend)
Chapter 55.....Complaints and Investigations (amend)
.....Appendix (repeal)

PROPOSED RULE NUMBER: 98-P

(LEAVE BLANK - ASSIGNED BY SECRETARY OF STATE):

CONCISE SUMMARY (UNDERSTANDABLE BY AVERAGE CITIZEN):

The proposed rules: (a) authorize licensure as a limited interpreter/transliterator or limited deaf interpreter on the basis of a score of 3.5 or higher on the Educational Interpreter Performance Assessment, (b) authorize licensure as a certified interpreter/transliterator or certified deaf interpreter on the basis of National Interpreter Certification administered by the National Association of the Deaf, Inc. and the Registry of interpreters of the Deaf, Inc., (c) increase the amount of continuing education required for renewal of a limited license from 15 to 20 hours annually, (d) do away with the pre-approval requirement for continuing education activities offered by persons other than recognized sponsors or providers, (e) do away with the requirement that interpreters submit a disclosure statement to OLR for approval at time of license renewal, (f) revise the contents of the disclosure statement, (g) provide that an interpreter needs to provide the disclosure statement to a particular recipient only once until such time as the contents of the disclosure statement change (as opposed to once per calendar year), (h) do away with the requirement that an interpreter provide a disclosure statement upon request at a group event (e.g., performance, lecture) at which the licensee is providing services, (i) reiterate the right of an applicant or licensee to appeal a license denial or refusal to renew, (j) repeal Chapter 53, which is no longer necessary because the transition from registration to licensure is complete, and (k) delete the rules appendix of resources available to interpreters and transliterators in Maine.

The statement of economic impact on small business required by 5 MRSA §8052(5-A) may be obtained from the agency contact person.

THIS RULE WILL ☐ **WILL NOT** ☒ **HAVE A FISCAL IMPACT ON MUNICIPALITIES.**

STATUTORY AUTHORITY: 32 MRSA §§1522(1), 1531

PUBLIC HEARING):

(IF ANY, GIVE DATE, TIME, LOCATION)

February 19, 2009, 2:00 p.m., Department of Professional and Financial Regulation, 122 Northern Avenue, Gardiner, Maine

DEADLINE FOR COMMENTS: March 5, 2009

AGENCY CONTACT PERSON: Elaine Thibodeau, Program Administrator

AGENCY NAME: Office of Licensing and Registration

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RULES AVAILABLE ON LINE AT: www.maine.gov/professionallicensing

Please approve bottom portion of this form and
assign appropriate MFASIS number.

APPROVED FOR PAYMENT _____ DATE: _____
Authorized signature

FUND	AGENCY	ORG	APP	JOB	OBJT	AMOUNT
014	02A	4073			4946	

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH

Chapter 50: DEFINITIONS

SUMMARY: This chapter defines certain terms used in these rules. See also the statutory definitions in 32 MRSA §1521.

~~Note: These definitions are in addition to those contained in 32 MRSA §1521.~~

Unless the context otherwise indicates, the following words have the following meanings:

1. ASL. “ASL” means American Sign Language.

2. Director. “Director” means the director of the Office of Licensing and Registration within the Department of Professional and Financial Regulation.

3. Education and training in the interpreting process. “Education and training in the interpreting process” means interpreter education, including models of interpretation, professional standards, deaf culture and interpreter ethics, distinct from the learning acquisition of American Sign Language.

4. EIPA. “EIPA” means Educational Interpreter Performance Assessment.

5. NAD. “NAD” means the National Association of the Deaf, Inc.

6. Proof of completion. “Proof of completion” means:

1. An official, sealed transcript issued by an institution of higher education;
2. A transcript of continuing education courses issued by RID or NAD; or
3. A certificate of attendance signed by the instructor of a course given by a high school or other sponsor described in 32 MRSA §§1524(4)(A)(3), 1524(5) and 1524-A(4), as appropriate.

7. RID. “RID” means the Registry of Interpreters for the Deaf, Inc.

STATUTORY AUTHORITY: 32 MRSA. §1522(1)

EFFECTIVE DATE:

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH

Chapter 51: REQUIREMENTS FOR INITIAL LICENSURE

SUMMARY: This chapter sets forth criteria for the initial licensure of Interpreters/Transliterators and describes the application process.

1. Available Licenses

Persons may be licensed in any one of the following capacities:

1. Limited Interpreter/Transliterators or Limited Deaf Interpreter
2. Certified Interpreter/Transliterators or Certified Deaf Interpreter

2. General Requirements for Licensure

All applicants shall submit the following materials to the director:

1. A completed application form;
2. Proof of a high school diploma, a GED certificate or their equivalent. An associate or baccalaureate degree shall be deemed proof of a high school diploma;
3. The applicable fees specified in Chapter 10 of the rules of the Office of Licensing and Registration, entitled "Establishment of License Fees"; and
4. A completed disclosure statement that satisfies the requirements of Chapter 54 of the rules of the Office of Licensing and Registration.

3. Additional Requirements for Licensure as a Limited Interpreter/Transliterators

An applicant for licensure as a Limited Interpreter/Transliterators shall submit proof of a qualifying score on the EIPA pursuant to Section 3(1) of this chapter, or proof that the applicant has met the requirements of Section 3(2) and (3) of this chapter relating to ASL and education and training in the interpreting process.

1. EIPA

Note: This chapter is a repeal and replace of existing Chapter 51.

The applicant qualifies for licensure by submitting proof of a score of 3.5 or higher on the EIPA.

2. ASL

The applicant meets the requirements of paragraph A or paragraph B of this subsection, to wit:

- A. The applicant submits proof of completion of at least 100 clock hours of instruction in ASL conducted by:
- (1) An instructor recognized by the American Sign Language Teachers Association;
 - (2) An interpreter certified by RID;
 - (3) An interpreter certified by NAD with a minimum certification level of 4;
 - (4) An interpreter certified by NAD-RID; or
 - (5) An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language;

OR

- B. The applicant submits a letter attesting that the applicant's skill level in American Sign Language is equivalent to that of a person who has completed 100 hours of instruction in ASL. The letter must recite that it is based upon a face-to-face meeting or videoconference with the applicant. The letter must be prepared and signed by:
- (1) An instructor recognized by the American Sign Language Teachers Association;

- (2) An interpreter certified by RID;
- (3) An interpreter certified by NAD with a minimum certification level of 4;
- (4) An interpreter certified by NAD-RID; or
- (5) An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. A letter from an adult education instructor will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language.

3. Education and Training in the Interpreting Process

The applicant submits proof of completion of at least 100 clock hours of education and training in the interpreting process, conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID, or if the program is recognized by RID's Certification Maintenance Program for Continuing Education Units, RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers. Credit may not be given for interpreting process clock hours that were completed prior to 5 years from the date of application.

4. Additional Requirements for Licensure as a Limited Deaf Interpreter

An applicant for licensure as a Limited Deaf Interpreter shall submit proof of a qualifying score on the EIPA pursuant to Section 4(1) of this chapter, or proof that the applicant has met the requirements of Section 4(2) and (3) of this chapter relating to ASL and education and training in the interpreting process.

1. EIPA

The applicant qualifies for licensure by submitting proof of a score of 3.5 or higher on the EIPA.

2. ASL

A letter attesting that the applicant's skill level in American Sign Language is equivalent to that of a person who has completed 100 hours of instruction in American Sign Language. The letter must recite that it is based upon a face-to-face meeting or videoconference with the applicant. The letter must be prepared and signed by:

- A. An instructor recognized by the American Sign Language Teachers Association;
- B. An interpreter certified by RID;
- C. An interpreter certified by NAD with a minimum certification level of 4;
- D. An interpreter certified by NAD-RID; or
- E. An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. A letter from an adult education instructor will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language.

3. Education and Training in the Interpreting Process

The applicant submits proof of completion of at least 100 clock hours of education and training in the interpreting process, conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or if the program is recognized by RID's Certification Maintenance Program for Continuing Education Units, RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers. Credit may not be given for interpreting

process clock hours that were completed prior to 5 years from the date of application.

5. Additional Requirements for Licensure as a Certified Interpreter/Transliterater or Certified Deaf Interpreter

An applicant for licensure as a Certified Interpreter/Transliterater or Certified Deaf Interpreter shall submit the following additional materials to the director:

1. Proof of Certification

- A. A current membership card issued by RID which shows certification by that organization;
- B. Documented proof of a minimum certification level of 4 from NAD; or
- C. Documented proof of National Interpreter Certification by NAD-RID.

2. Notarized Affidavit

A notarized affidavit that the applicant has read, understands and agrees to abide by the Code of Professional Conduct adopted by RID and NAD effective July 1, 2005.

6. License Term

Licenses issued pursuant to this chapter shall expire annually on June 30 of each year.

STATUTORY AUTHORITY: 32 MRSA. §1522(1)

EFFECTIVE DATE:

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH

Chapter 52: LICENSE RENEWAL AND CONTINUING EDUCATION

SUMMARY: This chapter describes the license renewal process and sets forth continuing education requirements ~~and describes the license renewal process.~~

Note: Certain defined terms may appear in italics. See the definitions in Chapter 50 of these rules.

1. General

All renewal applicants shall submit the following materials to the ~~Commissioner~~director:

1. A completed renewal application form;
2. The applicable fee specified in Chapter 10 of the rules of the Office of Licensing and Registration (“Establishment of License Fees”); and
3. A completed disclosure statement only if required by Chapter 54, Section 1 of the rules of the Office of Licensing and Registration. ~~(See Chapter 54.)~~

2. Continuing Education ~~For~~for Limited Interpreters/Transliterators and Limited Deaf Interpreters

1. Continuing Education Required for Annual Renewal

Applicants for renewal of the limited interpreter/transliterators or limited deaf interpreter license shall ~~also submit to the Commissioner proof of completion of~~certify to completion of at least ~~15-20~~ clock hours ~~annually~~ of continuing education in ~~American Sign Language~~ASL or ~~education and training in the interpreting process~~education and training in the interpreting process during the twelve months preceding expiration of the license sought to be renewed. This certification is subject to audit pursuant to Chapter 13 of the rules of the Office of Licensing and Registration, entitled “Uniform Rule for the Substantiation of Continuing Education Requirements.”

~~1. Pre-approval is required for any course or program other than those:~~

- ~~D. Offered by an accredited college or university;~~
- ~~E. Offered or sponsored by the Northeastern University Interpreter Education Project;~~
- ~~F. Offered by the Conference of Interpreter Trainers;~~
- ~~G. Offered or sponsored by an accredited or approved high school;~~
- ~~H. Offered by an adult education program which meets the criteria contained in Chapter 51, §3(1) or (2) of these rules;~~
- ~~I. Offered or approved by *RID* or *NAD*.~~

~~2. Pre-approval shall be requested in writing from the Commissioner no later than thirty (30) days prior to the beginning of the course or program for which pre-approval is sought. The applicant shall include with the request a class schedule, a summary or syllabus of the material to be covered, and the *curriculum vitae* or detailed summary of the qualifications of the instructor. Applicants are encouraged to call the Office of Licensing and Registration before requesting approval to find out if a specific course or program has already been approved. The course sponsor is encouraged to submit the request for pre-approval directly.~~

2. Qualified Continuing Education Activities; Qualified Instructors

~~Approval may be denied if the instructor is unqualified or if the instruction does not squarely relate to American Sign Language or the interpreting process. No continuing education credit will be given for a course or program that has been disapproved. No continuing education credit will be given for a course or program as to which pre-approval is required but no timely request for pre-approval was made. Clock hours will not be recognized for courses or activities that do not pertain to ASL or the interpreting process, are not instructional in nature, or are taught by unqualified instructors. Courses and activities in ASL or the interpreting process offered or sponsored by the following organizations and entities are presumed to meet the requirements of this section:~~

- A. An accredited college or university;
- B. The Northeastern University Interpreter Education Project;
- C. The Conference of Interpreter Trainers;
- D. An accredited or approved high school;
- E. An adult education program, provided that the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or the program is recognized by RID's Certification Maintenance Program for Continuing Education Units.

RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers;

F. The American Sign Language Teachers Association; and

G. NAD or RID, including the RID Certification Maintenance Program.

~~3. The continuing education requirement set forth in this section does not apply to a licensee issued a limited license pursuant to Chapter 54, §3 of these rules until after the licensee has demonstrated compliance with the full education and training requirements as described in Chapter 53, §4 of these rules.~~

3. Hardship

A licensee may request a deferment of continuing education from the director due to health reasons, military service or other unforeseeable circumstances of genuine hardship. A licensee who receives a deferment shall make up the deferred continuing education according to a schedule determined by the director in consultation with the licensee.

Deferred continuing education, once completed by a licensee, may not also be used to satisfy the continuing education requirement for a license year other than the year for which the deferment was granted.

3. Certification Maintenance for Certified Interpreters/Translators and Certified Deaf Interpreters

Applicants for renewal of the ~~certified interpreter/transliterators~~Certified Interpreter/Translator or ~~certified deaf interpreter~~Certified Deaf Interpreter license shall ~~also submit to the Commissioner proof of continued certification by either RID or NAD. These licensees need not submit any other documentation of continuing education.~~ certify at time of renewal to continued certification by RID, NAD or NAD-RID and shall supply their certification number. This certification is subject to audit pursuant to Chapter 13 of the rules of the Office of Licensing and Registration, entitled "Uniform Rule for the Substantiation of Continuing Education Requirements."

~~4. Complete Applications~~

~~Renewal applications must be submitted complete and with all required documentation and correct fees or they will be returned to the applicant. A license will not be issued until the application, correct fees and supporting documentation are resubmitted as complete.~~

5.4. Time for Submission; Late Renewal

To avoid a lapse in licensure, a licensee must submit a complete renewal application ~~and all accompanying materials must be submitted to the Commissioner~~ director no later than

June 30 of each year. A license not renewed by June 30 automatically expires. ~~The Commissioner may renew an expired license if the renewal application is returned within ninety (90) days after the license expiration date and upon payment of the late fee specified in Chapter 10 of the rules of the Office of Licensing and Registration (“Establishment of License Fees”)~~Disposition of a late renewal application submitted within 90 days after the expiration date is governed by Chapter 11 of the rules of the Office of Licensing and Registration, entitled “Late Renewals.” A person who submits an application for renewal more than ~~ninety (90)~~ days after the license expiration date is subject to all requirements governing new applicants.

~~6.Address~~

~~All renewal notices will be sent to the licensee’s last known name and address as contained in the licensee’s file. It is the licensee’s responsibility to notify the Commissioner in writing of any change of name or address.~~

STATUTORY AUTHORITY: 32 M.R.S.A. §1522(1)

EFFECTIVE DATE:

~~02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION~~

~~041 OFFICE OF LICENSING AND REGISTRATION~~

~~INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH~~

~~Chapter 53: CONVERSION OF REGISTRANTS TO LICENSEES~~

~~SUMMARY: This chapter describes the transition process from registration to licensure for persons previously registered as interpreters, transliterators and deaf interpreters in Maine.~~

~~*Note: Certain defined terms may appear in italics. See the definitions in Chapter 1 of these rules.*~~

~~1.Replacement of Existing Registrations~~

~~No registrations will be issued or renewed under PL 1997, c. 749.~~

~~2.Issuance of Certified Licenses~~

~~A person registered as an interpreter, transliterator or deaf interpreter under PL 1997, c. 749 may be issued a license as a certified interpreter/transliterator or certified deaf interpreter, as the case may be, upon application to the Commissioner and:~~

- ~~1.Proof of certification by *RID* or proof of a minimum certification level of 4 from *NAD*;~~
- ~~2.Payment of the \$100 annual fee in effect on June 30, 2000, prorated based on the number of calendar months remaining between the month of expiration of the registration and June 30, 2001; and~~
- ~~3.Submission of a notarized affidavit that the applicant has read, understands and agrees to abide by the 1995 *RID* Code of Ethics or the 1996 *NAD* Code of Ethics.~~

~~3.Issuance of Limited Licenses~~

~~A person registered as an interpreter, transliterator or deaf interpreter under PL 1997, c. 749, including holders of a temporary registration, may be issued a license as a limited interpreter/transliterator or limited deaf interpreter, as the case may be, upon application to the Commissioner and:~~

- ~~1.Payment of the \$100 annual fee in effect on June 30, 2000, prorated based on the number of calendar months remaining between the month of expiration of the registration and June 30, 2001; and~~

~~2.Submission of a notarized affidavit that the applicant has read, understands and agrees to abide by the 1995 RID Code of Ethics or the 1996 NAD Code of Ethics.~~

~~4.Grandparenting~~

~~1.A person issued a limited license pursuant to §3 of this chapter must submit *proof of completion* of the full education and training requirements for a limited interpreter/transliterater or limited deaf interpreter license as described in subsection 2 below no later than three years after obtaining the limited license. The licenses of persons who do not demonstrate compliance within this three year period will not be renewed.~~

~~2.Full education and training requirements for a limited interpreter, limited transliterater or limited deaf interpreter license are:~~

~~A.Education and training in American Sign Language, as set forth in 32 MRSA §§1524(4) and 1524 A(3) and Chapter 51, §§3(1) and 4(1) of these rules; and~~

~~B.Education and training in the interpreting process, as set forth in 32 MRSA §§1524(5) and 1524 A(4) and Chapter 51, §§3(2) and 4(2) of these rules.~~

~~3.Each person issued a limited license pursuant to §3 of this chapter shall submit with the annual renewal application form *proof of completion* showing the licensee's progress during the prior licensing period towards satisfaction of the full education and training requirements described in subsection 2 above.~~

~~STATUTORY AUTHORITY: 32 M.R.S.A. §1522(1)~~

~~EFFECTIVE DATE:~~

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH

Chapter 54: DISCLOSURE STATEMENT

SUMMARY: This chapter describes the statutory disclosure to be furnished by interpreters and transliterators to consumers and clients. The form of disclosure statement to be used is attached to and made a part of this chapter.

~~Note: Certain defined terms may appear in italics. See the definitions in Chapter 50 of these rules.~~

1. Submission of Disclosure Statement to Director

1. Initial Licensure

An applicant for initial licensure shall submit a written disclosure statement to the director as part of the license application. The disclosure statement must contain all information described in this chapter other than the license number and year of initial licensure.

2. Updated Disclosure Statement

Once licensed, an interpreter shall submit a written disclosure statement to the director only if the interpreter needs to change any information on the disclosure statement. An updated disclosure statement may be submitted at any time. The updated disclosure statement must contain all information described in this chapter except that if the interpreter is applying for a change in license category, the license number must be left blank.

1.2. Contents of Disclosure Statement

Every licensed interpreter/transliterator and deaf interpreter shall prepare a disclosure statement that contains the following information. Each applicant and licensee shall prepare a written disclosure statement that contains the following information:

1. The nameName, and license number ~~and license expiration date.~~
2. An indication of whether the licensee is a deaf or a hearing individual.

3. A recent photograph or clear ~~reproduction thereof~~ photocopy.
4. ~~The first year in which the licensee was registered or licensed pursuant to PL 1997, c. 749 or PL 1999, c. 399~~ year of initial licensure or registration.
5. The category of license held, i.e., Limited Interpreter/Transliterators, Limited Deaf Interpreter, Certified Interpreter/Transliterators, or Certified Deaf Interpreter.
6. ~~A statement that the licensee (a) has completed less than 16 hours of training in the interpreting process, (b) has completed 16 or more hours of training in the interpreting process, (c) has completed 100 or more hours of training in American Sign Language and 100 or more hours of training in the interpreting process, or (d) is certified as set forth in subsection 7 below.~~
7. ~~Any certifications issued by RID or NAD, and the year of first issuance.~~
8. ~~6.~~ Any ~~For each~~ postsecondary academic degrees held, including the name of the degree, the name of the issuing institution, the academic major or program in which the degree was awarded, and the year in which the degree was conferred.
9. ~~Representative work experience as an interpreter/transliterators (e.g., hospital/medical, legal, mental health, education, Pupil Evaluation Team meeting, business/government meeting, conference, vocational, theatrical, religious, social service).~~
10. ~~7.~~ The following notice, prominently displayed at the end of the disclosure statement in boldface type set in all capital letters:

**CONTACT THE OFFICE OF LICENSING AND
REGISTRATION WITH ANY QUESTIONS
ABOUT THE LICENSURE STATUS OF THIS
INTERPRETER/TRANSLITERATOR OR THE
CONTENTS OF THIS DISCLOSURE
STATEMENT.** “Contact the Office of Licensing and
Registration with any questions about the licensure
status of this interpreter/transliterators or the contents of
this disclosure statement.”

8. In the case of Limited Interpreters/Transliterators and Deaf Interpreters, a statement that the interpreter:
 - A. Qualified for licensure by earning a score of 3.5 or higher on the EIPA; or
 - B. Qualified for licensure on the basis of 100 hours of ASL, or its equivalent, and 100 hours of training in the interpreting process.

9. In the case of Certified Interpreters/Transliterators and Certified Deaf Interpreters, a designation as to whether the certification was issued by RID, NAD or NAD-RID and the year in which the certification was first issued.

3. Form of Disclosure Statement

The disclosure statement described in ~~§1 of~~ this chapter shall be made in writing on a form prepared by the ~~Commissioner~~director. This form is attached to and made a part of these rules.

4. Review of Disclosure Statement by Director

~~An applicant for initial or renewal licensure shall submit a completed disclosure statement to the Commissioner with the application. The Commissioner will review for accuracy the information supplied by the applicant pursuant to §1(1)-(7) of this chapter. The applicant shall not provide copies of a disclosure statement as set forth in subsection 4 below until the statement has been returned to the applicant with the Commissioner's approval noted thereon.~~

The director will review for accuracy Part 1 of the disclosure statement submitted by the applicant pursuant to Section 1 of this chapter. The applicant may not provide copies of the disclosure statement as required by Section 5 of this chapter until the statement has been returned to the applicant or licensee with the director's approval noted thereon.

4.5. Provision of the Disclosure Statement

1. The licensee shall provide a copy of the disclosure statement at no cost ~~and without request~~ to:

- A. A deaf individual (~~including or in the case of a minor or mentally-impaired individual,~~ the parent of a deaf child ~~and or~~ the guardian of a deaf ward) ~~at an appointment, encounter or proceeding that directly relates to a specific deaf individual in attendance at which the licensee provides interpreting or transliterating services to whom, or on whose behalf, services are being provided directly;~~
- B. A hospital, medical practice, legal practice, social service agency, mental health agency, court, governmental agency or other provider at ~~an appointment, encounter or proceeding that directly relates to a specific deaf individual in attendance at which the licensee provides interpreting or transliterating services~~ whose request services are being provided to, or on behalf of, a deaf individual. The licensee shall provide the statement to the appropriate central administrative office of the office or institution *and* to a person responsible for placing the disclosure in the particular chart, file or other record of services provided to the deaf individual. ~~The licensee need not provide the statement to the office or institution more frequently than once per calendar year; and~~

- C. ~~The Any other person or institution~~ engaging the interpreter's services, if not included in ~~paragraph A or B above~~Section 5(1)(A) or (B) of this chapter. ~~The licensee need not provide the statement to the person engaging the interpreter's services more frequently than once per calendar year.; and~~
- D. The director, as described in Section 1 of this chapter, or upon request.
2. The licensee is responsible for providing the disclosure statement whether the assignment is received through an agency referral or a direct hire is arranged directly by the interpreter. Subject to Section 3 of this chapter, the disclosure statement shall be provided upon or prior to commencement of services.
3. The licensee shall provide the disclosure at no cost but only upon request to: The licensee need only provide the disclosure statement once to an individual, provider or institution until such time as the contents of the disclosure statement change.
- ~~D. A person present at a performance, lecture, conference, class, school activity, meeting or other public or private event or proceeding that does not directly relate to a specific deaf individual in attendance at which the licensee provides interpreting or transliterating services; and~~
- ~~E. The Commissioner.~~

STATUTORY AUTHORITY: 32 MRSA §§1522(1), 1531

EFFECTIVE DATE:

**Department of Professional and Financial Regulation
Office of Licensing and Registration**

Mailing Address:
35 State House Station
Augusta, Maine 04333-0035

Phone (voice): (207) 624-8624
TTY / Hearing-Impaired: 1-888-577-6690
Fax: (207) 624-8637
Web site:
<http://www.maine.gov/pfr/professionallicensing/professions/interpreters/>

DISCLOSURE STATEMENT: INTERPRETERS / TRANSLITERATORS FOR THE DEAF AND HARD-OF-HEARING

PART 1

PLACE RECENT PHOTO HERE (A clear, first-generation photocopy is acceptable.)	Interpreter/Transliterator Name: _____
	Check one: <input type="checkbox"/> Deaf <input type="checkbox"/> Hearing
	License #: _____
	First year licensee was registered or licensed: _____

LICENSE CATEGORY (Please check appropriate boxes.)

- ☐ **Certified Interpreter/Transliterator** — Specific certification(s) held: _____
- ☐ Registry of Interpreters for the Deaf Year First Issued: _____
- ☐ National Association of the Deaf (Level 4 or 5).....Year First Issued: _____
- ☐ NAD – RID.....Year First Issued: _____
- ☐ **Limited Interpreter/Transliterator** —
- ☐ Has earned a of a score of 3.5 or higher on the Educational Interpreter Performance Assessment ("EIPA"). Year Passed: _____
- ☐ Has completed: (1) 100 or more hours of education in American Sign Language and (2) 100 or more hours of education in the interpretive process, or has: (1) documented skill level equivalent to 100 or more hours of education in American Sign Language and (2) completed 100 or more hours of education in the interpretive process.

PART 2

Post Secondary Academic Degree(s)			
Degree	Year	Institution	Major or Program

False statements on this form are punishable according to law.

Interpreter/Transliterator Signature: _____	Date: _____
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Contact the Office of Licensing & Registration with any questions about the licensure status of this Interpreter/Transliterator or the contents of this Disclosure Statement (TTY: 1-888-577-6690; e-mail: Marlene.M.McFadden@Maine.gov; Phone: 207/624-8624).

Part 1 of this Disclosure Statement Verified by OLR:	
Signature: _____	Date: _____
Printed Name: _____	

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
041 OFFICE OF LICENSING AND REGISTRATION
INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN
LANGUAGE AND ENGLISH

Chapter 55: COMPLAINTS AND INVESTIGATIONS

SUMMARY: ~~This chapter describes the procedure by which complaints will be handled by the Office of Licensing and Registration.~~ This chapter sets forth the right of an applicant or licensee to appeal certain regulatory actions and identifies the enforcement and disciplinary procedure used by the director.

~~Note:—Certain defined terms may appear in italics. See the definitions in Chapter 50 of these rules.~~

1. Appeal of License Denial

Any license denial or refusal to renew a license may be appealed to the director. The applicant or licensee must file the appeal in writing with the director within 30 days after receipt of notice of the action being appealed. The director will schedule an adjudicatory hearing upon receipt of a timely appeal. Non-timely appeals will be denied without hearing.

~~1.2.~~ Complaint Disciplinary Procedures

~~The procedures for initiating and processing complaints shall be those set forth in the administrative complaint procedures of the Office of Licensing and Registration, Department of Professional and Financial Regulation.~~ The director will follow the procedures for investigating and processing complaints contained in the Administrative Complaint Procedures used by the professional and occupational licensing boards within the the Department of Professional and Financial Regulation, Office of Licensing and Registration. All references in the ~~administrative complaint procedures~~ Administrative Complaint Procedures to “the board” shall be deemed to refer to the ~~Director of the Office of Licensing and Registration~~ director.

~~A staff member of the Office of Licensing and Registration may file a complaint or request an investigation, but such complaint or request shall serve to disqualify the member from participating in the disposition of the matter. That member shall be prohibited from discussing the issue with others, except as a witness, until after final agency action and the time for appeal has lapsed or appeal rights have been exhausted.~~

EFFECTIVE DATE:

~~02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION~~

~~041 OFFICE OF LICENSING AND REGISTRATION~~

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APPENDIX

This appendix contains a partial listing of resources available to interpreters and transliterators in Maine.

Professional Associations

Registry of Interpreters for the Deaf, Inc.
333 Commerce Street
Alexandria, VA 22314
www.rid.org
(703) 838-0030 (voice)
(703) 838-0459 (TTY)
(703) 838-0454 (fax)

Maine Registry of Interpreters for the Deaf
Betsy Reifman, President
55 Hidden Pond Road
Harswell, ME 04079
(207) 729-1178
packreif@gwi.net

Maine Registry of Interpreters for the Deaf
Ruth Vigna, Secretary
45 Harswell by the Sea
Harswell, ME 04079
certinterp@aol.com

National Association of the Deaf
814 Thayer Avenue
Silver Spring, MD 20910-4500
301-587-1788 Voice
301-587-1789 TTY
301-587-1791 FAX
www.nad.org

Continuing Education Providers

Judy Kegl
University of Southern Maine
Linguistics Department
P.O. Box 9300
65 Exeter Street

Portland, ME 04104-9300
(207) 780-4531 (voice)
(207) 780-4069 (TTY)
(207) 780-5561 (fax)
kieglegl@usm.maine.edu
www.usm.maine.edu/lin/ASLpgm.html

Sign Language Research Lab
68 High Street
Portland, ME 04101
(207) 780-5957 (voice)
(207) 780-5933 (TTY)
(207) 780-5940 (fax)

Conference of Interpreter Trainers
www.cit-asl.org

Interpreter Education Project
American Sign Language Program
405 Meserve Hall
Northeastern University
360 Huntington Avenue
Boston, MA 02115
(617) 373-2463 (voice)
(617) 373-4302 (TTY)
(617) 373-3065 (fax)
www.dac.neu.edu/nuiep

Other

DawnSignPress
6130 Nancy Ridge Drive
San Diego, CA 92121-3223
(858) 625-0600 (voice/TTY)
(858) 625-2336 (fax)
www.dawnsignpress.com